

Practice Exercises for Read&Write for Google Docs Tools

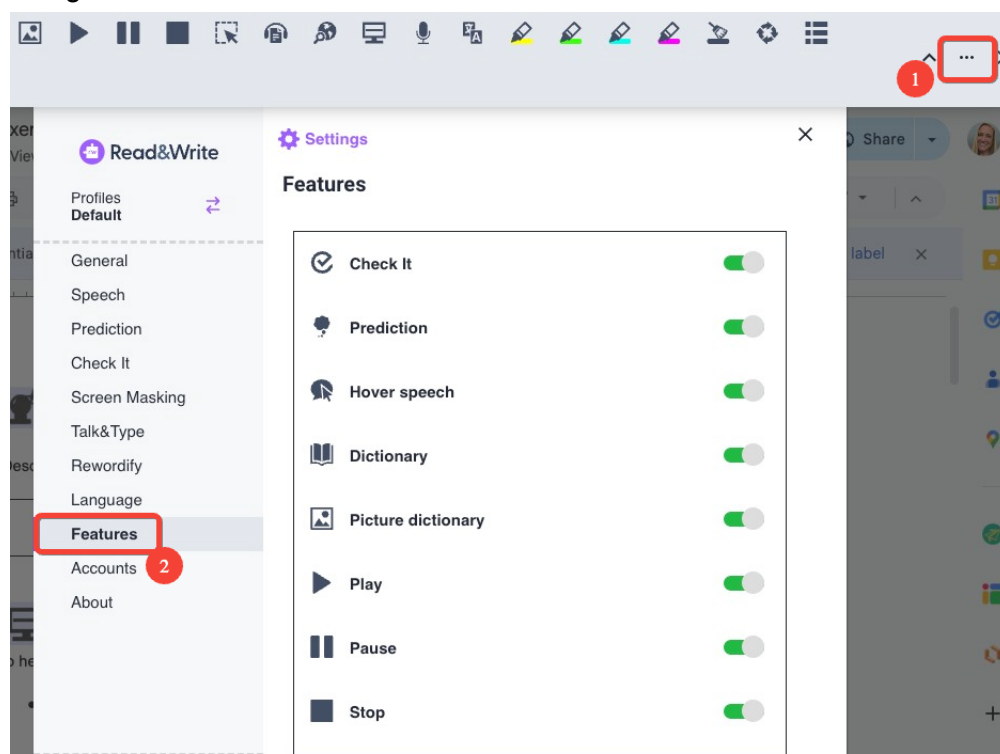
Adapted from Cassie Frost, AT Specialist, Stevens Point Area SD, WI

Directions:

1. Send a copy to each student of this file via Google Classroom (or **File Make a Copy now**)
2. Demo each tool for students
3. Have students complete the activity on their copy
4. Have students turn in the file when completed

Turn On Google Read and Write: Click on the purple puzzle piece in your toolbar (pin it in needed).

Settings: Select the triple dots in the top right corner, then settings. Turn on all Features and explore other personalization settings.



Word Prediction: Use the tool to write the sentence in the box below:

There are white clouds in the sky.



Talking Dictionary: Look up the following words and put the definitions in the box that goes with each, press play to hear the definition.

Frog	Biology	Baseball



Picture Dictionary: Look up the following words and put the definitions in the box that goes with each

Frog	Biology	Baseball



Play/Pause/Stop: Sometimes your teacher gives a lot of directions in class and on worksheets and you need to hear them out loud. This tool will help you do that. Sometimes a teacher will send you readings to do on Google Docs. This tool will help you listen to those readings as well.



Audio Maker: If you would like to listen to a reading a teacher sends, but you want to listen to it on your phone or your iPod, you can use this tool to turn the words into an audio file that you can put in your google drive or email to yourself so you can listen to it on other devices. TIP: Highlight the words you want read in the audio file.



Web Search: If you come across a word that you want to find out more about- you can click on it and then click on the web search tool to be taken directly to the Google Search Results.

Try: Constitution of the United States of America
Most watched 80s movies



Screen Mask: Darkens the screen around where you are reading and provides a light box- used to track where you are reading.



Talk and Type: This is a speech to text tool. Use your microphone or headphones to write about what you had for breakfast into the box below using the Talk and Type tool. TIP: Say “comma”, “period”, “questions mark” etc whenever you want the punctuation inserted.



Translate: Select desired word and click on translator. Need to change languages? Click on the triple dots and go to the settings menu.



Highlight Tools: Highlight the following:

Plants = Green	Animals = Blue	Places = Purple	Colors = Yellow
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Dog Hawaii Yellow Frog Alaska Maple Georgia Green



Clear Highlights:

Ms. Nichols was a math teacher who liked to highlight. Clear off her mess so you can start over!



Collect Highlights:

Collect your highlights and notice how they open in a new document.



Vocabulary:

Now, using the same highlights click on the vocabulary tool- a new document will open with your highlights saved.



Voice Note: Sometimes you may need to comment on something but your teacher allows you to leave a note with your voice instead of typing. Click at the end of this sentence and leave a voice note here telling me about your favorite food:



Practice Reading Out Loud: Your teacher may send you a document or a short reading and ask you to practice reading it out loud.

Once upon a time in a far away land, there lived a magnificent teacher named Mrs. Nichols. She gave candy to all of her students and let them take naps instead of doing their homework. Some days she even did all of their homework for them.



Declutter a Webpage:

Visit <https://www.britannica.com/science/biology> and simplify the page. A new window opens with simple text.



Simplify a Webpage: Visit any webpage and select this tool. Words that have been edited will be in italics.



Check a Document: Use the check feature for accuracy and edit right away.